

UNITED STATES DISTRICT COURT

46 East Ohio Street, #105
Indianapolis, Indiana 46204

CASE ADMINISTRATOR

Salary: CL 24 - 25 (\$29,335 - 40,531)

depending on qualifications and experience

Closing Date: Friday, October 15, 2004, or until filled

The United States District Court is accepting applications for a Case Administrator for the Indianapolis Division. This position maintains the official case events summary on the docket from opening until final disposition, and reports directly to the Supervisor of Operations. Must have exemplary customer service skills, a friendly, helpful, and professional demeanor, and be able to work as part of a team. Successful candidates will be highly motivated and exhibit excellent attention to detail. An appreciation for the dignity of the work performed in the federal courts is required. Only applicants meeting the qualifications set forth below will be considered.

FUNCTION: The case administrator makes summary entries of all documents and proceedings on the docket. This includes, but is not limited to, such things as: pleadings, petitions, motions, complaints, minutes, and orders. This position also assists in case management by ensuring that all automated entries are appropriately linked for proper case management; prepares and transmits to appropriate parties such items as notices, judgments, and orders, and informs parties when a judgment or appealable order is entered on the docket. The case administrator will answer inquiries on case status, open cases upon receipt of initiating documents, such as complaints, indictments, or petitions, and close cases upon receipt of terminating documents, such as judgments and closing orders.

QUALIFICATIONS: High school graduate or equivalent and at least two years specialized experience. Specialized experience includes progressively responsible experience requiring the application of procedures involving the use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Experience in a professional legal environment, including knowledge of criminal and civil litigation, is essential.

APPLICATION: Applicants *must mail* a cover letter and resume to:

United States District Court

PERSONNEL

46 East Ohio Street, #105

Indianapolis, Indiana 46204

Phone: 317-229-3702

Resumes sent by facsimile or email will not be accepted. The Court is an Equal Opportunity Employer. Applicants are subject to a complete background check. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment.